

**Contract Improvement Process
Contract Database Subcommittee
Notes from October 12, 2006**

Attendees:

Cuneo, Dave
Clark Bolser
Yvonne Anderson
Judy Giovanni
Peter Van Ronk
Harry McCabe
Richard Brough
Rod Wolthoff

Summary of Discussion Points:

We decided to start the process by conducting an on-line survey to gather information from state agencies regarding their needs and thoughts about having a statewide contracts database. Our homework before next meeting is to send me your thoughts on what we should be asking in regards to the survey. Some thoughts from this meeting:

1. Approach CDOT and City and County of Denver to see what they have implemented.
2. Take a proactive approach to the concept since the legislature will probably resurrect SB-64.
3. If legislation is proposed in the coming session, coordinate our efforts with those legislators who sponsor the legislation.
4. Keep the solution simple with the ability to expand as needs/requirements change;
5. Keep the survey questions general in nature;
6. Use a common sense approach;
7. Our purpose should satisfy 5 concerns:
 - a. what do the agencies want,
 - b. what does the legislature want,
 - c. what is the cost for each system;
 - d. who will maintain the system;
 - e. how will the system be implemented.
8. Several agencies have their own existing systems and there could be concern about the impact of a statewide database.

We will have our next meeting on Nov 2nd at 9am in the conference room, Suite 1600, 633 17th St. (DPA Executive Offices). Our main agenda item will be to complete the survey. If you have other agenda items, please forward them with your survey input.